

# Lesson 4 -

## Control work for a positive premises

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In this lesson you'll use the Trace Summary form to:

- ❖ set the case status to Pending, Assigned, or Completed
- ❖ identify the person responsible for identifying all traces in and out
- ❖ provide trace details such as the type, location, dates of contacts, trace priority
- ❖ if no further work is needed, enter a completion date.

In this lesson you'll also use the Appraisal Summary form to:

- ❖ set the case status to Pending, Assigned, or Completed
- ❖ identify the person responsible for appraisals
- ❖ identify state and federal approving officials

In this lesson you'll also use the Appraisal Detail form to:

- ❖ identify animals or groups appraised
- ❖ place values on appraised, salvage, indemnities and gained or lost amounts

In this lesson you'll also use the Euthanasia & Disposal form to:

- ❖ set the case status to Pending, Assigned, or Completed
- ❖ identify the crew chiefs for euthanasia and disposal
- ❖ document materials and people needed to accomplish tasks
- ❖ identify the person responsible for filling out forms

In this lesson you'll also use the Cleaning & Disinfection form to:

- ❖ set the case status to Pending, Assigned, or Completed
- ❖ identify whether this is an initial or subsequent C & D
- ❖ identify the crew for cleaning and disinfection
- ❖ document materials, people and approvals needed to accomplish tasks
- ❖ Documents dates of C & D
- ❖ identify the person responsible for filling out forms

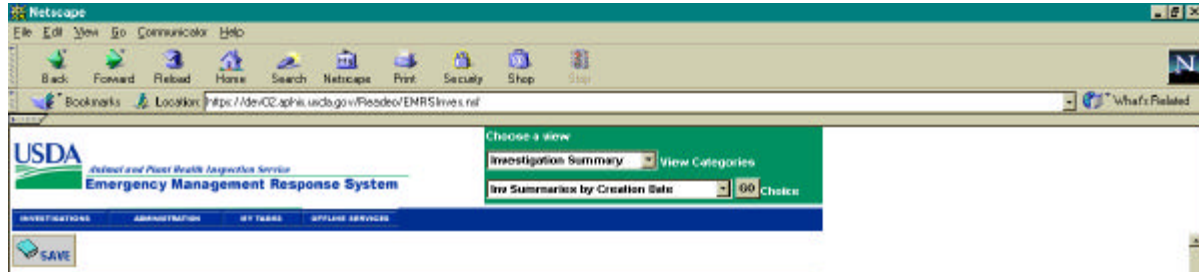
In this lesson you'll also use the Vector Control form to:

- ❖ set the case status to Pending, Assigned, or Completed
- ❖ identify the vector control crew chief
- ❖ document what vectors to control, what methods to use, what approvals are needed
- ❖ identify the person responsible for filling out forms

## Exercise 1 - Completing a trace summary

### Step 1

Retrieve a current Investigation Summary by using the **Choose a View** query feature in the upper right corner. Select **Investigation Summary** from the View Categories drop down box as shown below. Select any option from the Choice drop down box.



### Step 2

Click on the **Follow-up Forms** button to access a list of “child” forms linked to the Investigation Summary. The forms will be listed in the most probable order of use. Select **Traces**.



## Step 3

Enter the information requested in the Trace Summary form as shown below.

**USDA**  
Federal and State Animal Inspection Service  
**Emergency Management Response System**

Choose a view  
Investigation Summary View Categories  
View Summaries by Creation Date GO Choice

INVESTIGATIONS ADMINISTRATION MY INFO OFFICE SERVICES

SAVE

**TRACE SUMMARY**

PERSONAL CONTROL NUMBER: 111171543000  
PREMISES NAME/OWNER: ELTON P. JOHN  
STATUS: PENDING

**Trace Assignment Info**  
This assignment is to compile from owner of the affected animals (shown above) and other records, a list of possible sources of the infection and potential exposures.

Assignment by: Robert T Carr [Lookup] [Clear]

Assigned To: [Lookup] [Clear]

Assignment Date: [Date Picker]

Specific Instructions: [Text Area]

**Results**  
Date trace list complete: [Date Picker]

Result Comments: [Text Area]

## Step 5

To select a person who will be responsible for getting a list of all traces on a premises, click on the **Lookup** icon next to the **Assigned To** field to access a list of EMRS contacts as shown below. Press the **SAVE** button to save information entered.

**Employee Database Lookup - Netscape**

**EMRS Contacts List**

Name ▲	Title	Org	City	St	Zip
<a href="#">Belfrage, John</a>	Staff	CEAH		CO	
<a href="#">Boghossian, Aida</a>					
<a href="#">Carr, Robert</a>	Admin	CEAH	Loveland	CO	80539
<a href="#">Cary, Sue</a>	Tech Specialist	usda, aphis, vs, ceah			
<a href="#">Cleveland, Gordon</a>					
<a href="#">Edward, Jim</a>					
<a href="#">Grant, Eric</a>					

## Step 6

To document each trace, click on the New Trace Detail button after the Trace Summary appears as shown below.

**USDA**  
Animal and Plant Health Inspection Service  
**Emergency Management Response System**

Choose a view  
Investigation Summary View Categories  
Inv Summaries by Creation Date GO Choice

INVESTIGATIONS ADMINISTRATION MY TASKS OFFLINE SERVICES

EDIT NEW TRACE DETAIL MAIL IT INVESTIGATION SUMMARY HELP

**TRACE SUMMARY**

REFERRAL CONTROL NUMBER: 111071549000  
PREMISES NAME/OWNER: ELTON P JOHN  
STATUS: ASSIGNED

Trace Summary **Trace Details** Distribution & Changes All Sections

## Step 7

Enter the information requested in the Trace Detail form shown below. This form documents what actions were taken, where and why. It also provides links to new or existing investigations. Press the **SAVE** button when data entry is complete.

**USDA**  
Animal and Plant Health Inspection Service  
**Emergency Management Response System**

Choose a view  
Epidemiology / Tracking View Categories  
Trace Detail Pending GO Choice

INVESTIGATIONS ADMINISTRATION MY TASKS OFFLINE SERVICES

SAVE NEW TRACE DETAIL MAIL IT INVESTIGATION SUMMARY HELP

**TRACE DETAIL**

REFERRAL CONTROL NUMBER: 111071549000  
PREMISES NAME/OWNER: ELTON P JOHN  
STATUS: ASSIGNED

Trace Detail Information Distribution & Changes All Sections

**Assignment Info**  
Trace List Assigned: Elton, John

**Exposure Info**  
Exposure item to be traced: Animal(s) How item exposed: Originated from:   
Exposure start date: 10/16/2001 Exposure end date: 10/17/2001

**Person to contact**  
Type operation:   
Last Name: Trained To First Name: Address:

## Step 8

To create a new investigation from a trace, click on the **Pending** drop down box and select **Start New Investigation** as shown below.

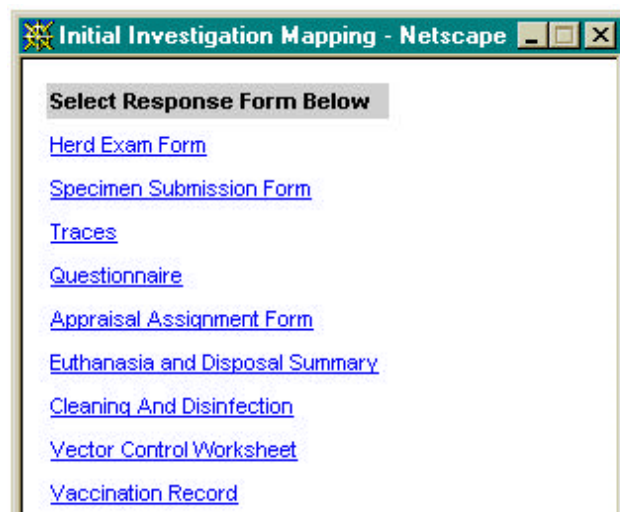
The screenshot shows the Emergency Management Response System web application. The 'Follow Up Actions' section is active, displaying a form for creating a new investigation. The 'Action Taken' dropdown menu is open, showing the following options: 'Pending', 'No action needed', 'Link to existing investigation', and 'Start new investigation'. The 'Start new investigation' option is highlighted. The form includes the following fields and controls:

- Follow Up Assignee:** Text box containing 'Carr, Robert' with 'Lookup' and 'Clear' buttons.
- Follow Up Assign Date:** Text box containing '11/01/11' with a calendar icon.
- Determined priority:** Radio buttons for 'Extreme', 'High', 'Medium', 'Low', and 'None'.
- Action Taken:** A dropdown menu with the following options: 'Pending', 'No action needed', 'Link to existing investigation', and 'Start new investigation'. The 'Start new investigation' option is highlighted.
- Action Date:** Text box with a calendar icon.
- Link to other Reference Control Num or:** Text box.
- Create New Investigation:** A blue icon.
- Trace Type:** Text box.
- Copy Contact Info:** A dropdown menu with 'Yes' selected.
- Linked ref num of new investigation:** Text box.
- Follow Up Remarks:** A large text area.
- File Attachments:** Three 'File Upload' buttons, each with a 'Browse...' button.
- No Attachments:** A blue link.

## Exercise 2 - Completing an appraisal summary

### Step 1

Click on the **Investigation Summary** button. When the Investigation Summary appears, click on the **Follow-up Forms** button to access a list of “child” forms linked to the Investigation Summary. The forms will be listed in the most probable order of use. Select **Appraisal Assignment Form**.



### Step 2

Enter the information requested in the Appraisal Summary form as shown below. Click on the Lookup icons to access a list of EMRS contacts. Click on the clock icon next to any date field to access a calendar. After clicking on the appropriate date, the date will automatically be entered in the field.

 A screenshot of the "Appraisal Summary" form within the "Emergency Management Response System" interface. The form is displayed in a Netscape browser window. At the top, there's a navigation bar with "INVESTIGATIONS", "ADMINISTRATION", "BY TABS", and "OFFICE SERVICES". Below this, a "Choose a view" dropdown is set to "Appraisal Summary", and a "View Categories" link is visible. The form itself is titled "APPRAISAL SUMMARY" and contains several sections:
 

- REFERRAL CONTROL NUMBER:** 111075515000
- PREMISES NAME/OWNER:** Elton P. John
- STATUS:** PENDING
- Appraisal Information:**
  - Appraisal Officer Assigned:** A text input field with a "Lookup" icon and a "Clear" button.
  - Date Assigned:** A date input field with a calendar icon.
  - Owner Signature Date:** A date input field with a calendar icon.
  - Federal Approving Official:** A text input field with a "Lookup" icon and a "Clear" button.
  - Date Approved:** A date input field with a calendar icon.
  - State Representative:** A text input field with a "Lookup" icon and a "Clear" button.
  - State Signature Date:** A date input field with a calendar icon.
- Mortgage Information:**
  - Mortgaged?** Radio buttons for "Yes" and "No".
  - Name and Address of Mortgagee:** A text input field.
  - Mortgagee Signature Date:** A date input field with a calendar icon.
  - Check Mailed To:** Radio buttons for "Owner" and "Mortgagee".
  - Pricing Source:** A text input field.

 At the bottom, there is a note: "NOTE: You must list purchased vs. grade and categories of materials on separate Appraisal Detail forms. Click on 'Create Appraisal Detail' button above to access this form." and a section for "Owner Information".

## Step 3

Press the **SAVE** button when data entry is complete. An Appraisal Summary will appear as shown below.

The screenshot shows a web browser window displaying the USDA Emergency Management Response System. The page title is "Appraisal Summary". The URL in the address bar is "http://dev02.aphis.usda.gov/Reader/ENRSLines.nsf". The page has a green header with the USDA logo and the text "United States Department of Agriculture" and "Emergency Management Response System". Below the header is a navigation bar with links: "INVESTIGATIONS", "ADMINISTRATION", "GET TABLES", and "OFFLINE SERVICES". The main content area is titled "APPRAISAL SUMMARY" and contains the following information:

**REFERRAL CONTROL NUMBER:** 111075548660  
**PREMISES NAME/OWNER:** Elton P. John  
**STATUS:** PENDING

**Choose a view:** Appraisal Summary (selected) View Categories  
**Appraise By Status:** 60 Choice

**EDIT APPRAISAL DETAIL MAIL IT View Source Investigation HELP**

**Appraisal Information:**

**Appraisal Officer Assigned \***  
**Date Assigned \***  
**Owner Signature Date \*** (VS Form 1-23)  
**Federal Approving Official \***  
**Date Approved \***  
**State Representative \***  
**State Signature Date \***

**Mortgage Information:**

**Mortgaged?** No  
**Name and Address of Mortgagee:**  
**Mortgage Signature Date:**  
**Check Mailed To:** Owner  
**Pricing Source:**

**NOTE:** You must list purchased vs grade and categories of materials on separate Appraisal Detail forms. Click on "Create Appraisal Detail" button above to access this form.

**Owner Information:**

<b>Owner Information:</b>	<b>Elton P. John</b>	<b>Type of Operation:</b>	<b>Beef Breeder</b>
<b>Owner's Last Name:</b>	<b>John</b>	<b>Work Phone:</b>	<b>866-777-5555</b>
<b>Owner's First Name:</b>	<b>Elton</b>	<b>Fax Number:</b>	<b>555-088-5555</b>
<b>Owner's Middle Initial:</b>	<b>P</b>	<b>Cell Phone:</b>	<b>866-555-4444</b>
<b>Owner Company Name:</b>	<b>Elton's Place</b>		

## Step 4

Click on the **Appraisal Detail** button. The Appraisal Detail form shown below is used to identify animals or groups appraised, place value on appraised, salvage, indemnities and gained or lost amounts.

The screenshot shows the 'Appraisal Detail Form' in a Netscape browser window. The URL is <http://dev02.aplus.usda.gov/Peadeo/EMRS/index.net>. The form includes a header with the USDA logo and navigation links. The main section is titled 'APPRAISAL DETAIL FORM' and contains the following fields:

- REFERRAL CONTROL NUMBER:** 111071540000
- PREMISES NAME/OWNER:** Elton P. John
- Appraisal Information:**
  - Appraisal Officer Assigned:** [Empty field]
  - Animal or Materials:**  [Lookup Appraisal Category](#)
  - Species:**
  - Category (Bulls, feeders, etc):**
  - Unit:**
  - Appraised Value/Unit:**
  - Number of Units:**
  - Total Appraisal of Animals:** \$ 0.00
  - Indemnity from Federal:**  **Salvage Value (VRS 1-24):**
  - Indemnity from State:**  **Difference:** \$ 0.00
  - Total Indemnity Due:** \$ 0.00
- File Attachments:**
  - File Upload:**
  - File Upload:**
  - File Upload:**

## Step 5

Click on the **Lookup Appraisal Category** icon to access information pertaining to appraisal type, species, category, price and units as shown below. Press the **SAVE** button when data entry is complete. When the Appraisal Detail Summary appears, click on the **View Appraisal Summary** button.

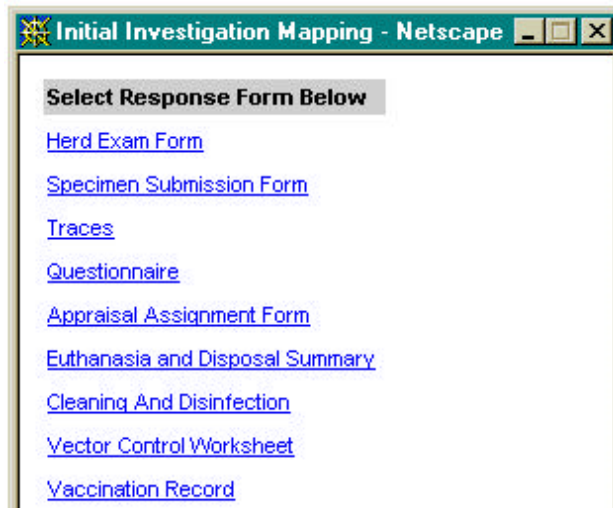
The screenshot shows the 'Lookup Appraisal Category' screen in a Netscape browser window. The screen displays a list of appraisal categories under the heading 'Appraisal Type'. The categories are:

- Animals** (expanded):
  - Bovine (Cattle)
  - Ovine (Sheep)
  - Porcine (Hogs)
- Bedding
- Feed

## Exercise 3 - Completing euthanasia & disposal forms

### Step 1

Retrieve the Investigation Summary by clicking on the **View Source Investigation** button. When the Investigation Summary appears, click on the **Follow-up Forms** button to access a list of “child” forms linked to the Investigation Summary. The forms will be listed in the most probable order of use. Select **Euthanasia and Disposal Summary**.



### Step 2

Enter the information requested in the Euthanasia and Disposal Summary form as shown below. Click on the Lookup icons to access a list of EMRS contacts. Click on the clock icon next to any date field to access a calendar. After clicking on the appropriate date, the date will automatically be entered in the field. When data entry is complete, a record will exist of crew chiefs, personnel and materials used for euthanasia and disposal. Press the **SAVE** button when data entry is complete.

**EUTHANASIA AND DISPOSAL SUMMARY**

REFERRAL CONTROL NUMBER: 111079545660  
 PREMISES NAME/OWNER: ELTON P. JOHN  
 STATUS: PENDING

**Euthanasia**

Euthanasia Crew Chief:  [Lookup](#) [Clear](#)

Date Euthanasia Assigned:  [Calendar](#)

Euthanasia Start Date:  [Calendar](#)

Date Euthanasia is Completed:  [Calendar](#)

Equipment, Supplies, Personnel Required:

List of personnel available (i.e., AHT identified specifically) to be assigned on euthanasia:

List of personnel assigned to euthanasia team:

List of local expert animals handlers for consulting for exotic species (i.e., or wildlife, zoo animals):

List of working equipment on site or to be delivered for the restraints of animals (i.e., chutes, panels, trailers, etc.):

List of local suppliers of euthanasia equipment (i.e., euthanasia solution, caps for captive bolt, etc.):

## Step 3

When a summary of the information entered in the Euthanasia and Disposal form appears, click on the **Create New Euth Detail** button as shown below.

The screenshot shows the NetScape browser displaying the USDA Emergency Management Response System. The page title is "EUTHANASIA AND DISPOSAL SUMMARY". The URL is "https://dev02.aphis.usda.gov/Reader/EMRS/index.nsf". The page features a green header with the USDA logo and navigation tabs: INVESTIGATIONS, ADMINISTRATION, MY TASKS, and OFFICE SERVICES. Below the header, there are buttons for "EDIT", "Create New Euth. Detail", "Create New Disp. Detail", "MAIL IT", "View Source Investigation", and "HELP". The main content area displays the following information:

REFERRAL CONTROL NUMBER	111075545600
PROMISCS NAME/OWNER	ELTON P. JOHN
STATUS	PENDING

Below the table, there are tabs for "Euthanasia & Disposal", "E & D Details", "Distribution & Changes", and "All Sections". The "Euthanasia & Disposal" tab is currently selected.

## Step 4

A separate Euthanasia Detail Form must be created for each species euthanized. This form will document what groups of animals were euthanized, how and where. Press the **SAVE** button when data entry in the Euthanasia Detail form shown below is complete.

The screenshot shows the NetScape browser displaying the USDA Emergency Management Response System. The page title is "EUTHANASIA DETAIL". The URL is "https://dev02.aphis.usda.gov/Reader/EMRS/index.nsf". The page features a green header with the USDA logo and navigation tabs: INVESTIGATIONS, ADMINISTRATION, MY TASKS, and OFFICE SERVICES. Below the header, there are buttons for "SAVE", "EDIT", "Create New Euth. Detail", "Create New Disp. Detail", "MAIL IT", "View Source Investigation", and "HELP". The main content area displays the following information:

REFERRAL CONTROL NUMBER	111075545600
PROMISCS NAME/OWNER	ELTON P. JOHN

Below the table, there is a section titled "Euthanasia Info" with a note: "Note: A separate Euthanasia Detail Form must be created for each species euthanized." The form includes the following fields:

- Species euthanized: (Dropdown menu)
- Number of this species euthanized: (Text input)
- Method of euthanasia (AVMA approved): (Text input)
- Euthanasia reason: (Dropdown menu, currently set to "Adjacent")
- Location Latitude: (Text input)
- Location Longitude: (Text input)
- Euthanasia Remarks: (Text input)
- Necropsy performed? (Radio buttons: Yes, No)

At the bottom of the form, there is a "Document Management" section with the following information:

Version	Developed by AIM, ITC, Eagle TC; Ver 2, 10/2001
Document Type	Euthanasia Detail Form
Document Editor	Robert T Carr/CO/APHIS/USDA
Document Creator	Robert T Carr/CO/APHIS/USDA

A "SAVE" button is located at the bottom left of the form.

## Step 5

When a summary of the information entered in the Euthanasia Detail form appears, click on the **Create New Disposal Detail** button as shown below.

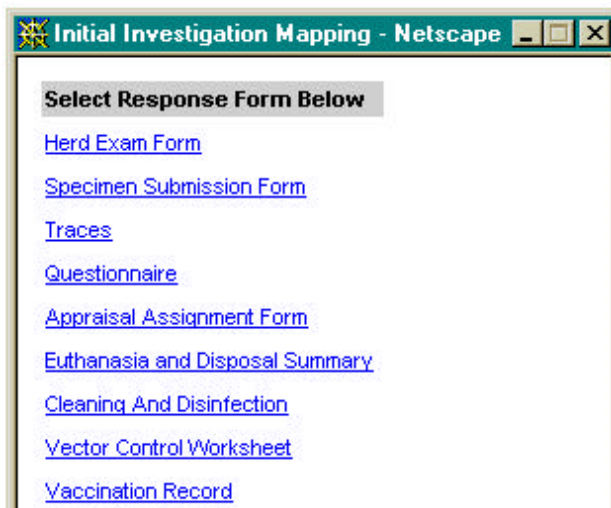
## Step 6

Press the **SAVE** button when data entry in the Disposal Detail form shown below is complete. This form will document what groups of animals were disposed of, how and where. Click on the **View E&D Summary** button when the Disposal Detail Summary appears.

## Exercise 4 - Completing cleaning & disinfection forms

### Step 1

Retrieve the Investigation Summary by clicking on the **View Source Investigation** button. When the Investigation Summary appears, click on the **Follow-up Forms** button to access a list of “child” forms linked to the Investigation Summary. The forms will be listed in the most probable order of use. Select **Cleaning and Disinfection**.



### Step 2

Enter the information requested in the Cleaning and Disinfection form as shown below. Click on the Lookup icons to access a list of EMRS contacts. Click on the clock icon next to any date field to access a calendar. After clicking on the appropriate date, the date will automatically be entered in the field. Press the **SAVE** button when data entry is complete.

## Step 3

When a summary of the information entered in the Cleaning and Disinfection form appears, click on the **View Source Investigation** button as shown below.

**USDA**  
Animal and Plant Health Inspection Service  
**Emergency Management Response System**

Choose a view  
Appraisal Summary View Categories  
Appraise by Status GO Choice

EDIT Create New C&D MAIL IT View Source Investigation HELP

**CLEANING AND DISINFECTION SUMMARY FORM**

REFERRAL CONTROL NUMBER: 111675540000  
PREMISES NAME/OWNER: ELTON P JOHN  
FORM STATUS: ASSIGNED

**C&D Assignment Info** Distribution & Changes All Sections

**C&D Assignment Information**

C&D Team Chief Assigned *	Grant, Eric
Assign Date *	11/26/2004
Reason for C&D Activity *	Initial
C&D Schedule Date	
C&D Performed By *	Jones, Bill
Date C&D Started *	11/26/2004
Date C&D Completed *	11/26/2004

**Operational Information**

Number of Teams:	Size of Teams:
List any vehicles used in operation:	List any vehicles that were C&D:

Requirements:

PPE Requirements:

Equipment (list equipment required to accomplish operations):

Personnel:

Premises Activities (narrative):

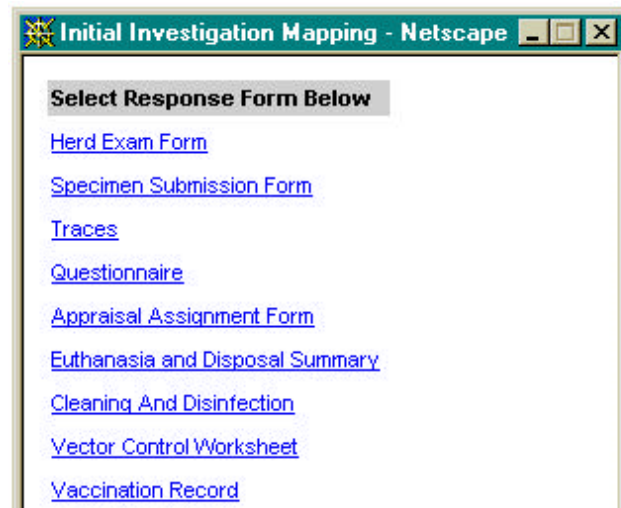
Inspected By:

Date of Final Inspection:

## Exercise 5 - Completing vector control forms

### Step 1

When the Investigation Summary appears, click on the **Follow-up Forms** button to access a list of “child” forms linked to the Investigation Summary. The forms will be listed in the most probable order of use. Select **Vector Control Worksheet**.



### Step 2

Enter the information requested in the Vector Control Worksheet as shown below. Click on the Lookup icons to access a list of EMRS contacts. Click on the clock icon next to any date field to access a calendar. After clicking on the appropriate date, the date will automatically be entered in the field. Press the **SAVE** button when data entry is complete.

**VECTOR CONTROL WORKSHEET**

REFERRAL CONTROL NUMBER: 11107510000  
 PREMISES NAME/OWNER: ELTON P. JOHN  
 STATUS: PENDING

**Assignment Info**

Assigned To:

Assignment Date:

\* Vector Control Start Date:  Date of Final Treatment:

**Assessment Vector Control Needs**

**Arthropod**

**Other Insects**

**Recommended Control**

**Date Completed**

**SAVE**

Choose a view: Appraisal Summary View Categories  
 Appraisals By Status: 60 Choices

## Step 3

When a summary of the information entered in the Cleaning and Disinfection form appears, click on the **View Source Investigation** button.